

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Director of Finance
1212 Key Bldg

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Mgmt Staff/DDA
Attn:
7C18 Hqs

Forwarded herewith is a copy of our recent "payroll study" which you may find useful in preparing for the 12 February 1981 meeting.

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21 January 1981

MEMORANDUM FOR: Director of Finance

FROM:

AD/P&P

25X1

SUBJECT: Payroll System Study

1. We must act now. Clearly this is the message that the attached study is telling us. We do not believe that we are overstating our case because the study makes it clear that the payroll technicians are spending an inordinate amount of time on manual processing; as an example, forty-six percent (46%) of their time each biweek period is spent on manual preparation of payroll adjustments and thirty-one percent (31%) is spent on manual changes to the master file (the computer file that contains certain basic information on each individual payrolled). This study projects an estimated savings of manual effort by payroll of forty-four percent (44%) in these functions alone. In addition, use of CRT or OCR input could save over two hundred (200) work hours each biweek pay period for ODP production.

2. The trend clearly reflects an ever increasing manual workload for our payroll technicians. A delayed payroll and a large increase in salary over and under payments could occur if this situation is not rectified soon.

3. I recommend that the Office of Finance and ODP jointly proceed with the next step to review in detail and complete a preliminary design study for a new system. This would probably take six months to complete utilizing three finance personnel and three senior Systems Analysts from ODP. After such study we will be in a much better position to provide additional details concerning development time and cost estimates.

4. The report is submitted in four (4) parts as follows:

Executive Summary (Attachment 1)

Summary of Conceptual
Proposals for New Payroll
System (Attachment 2)

Details of Conceptual
Design Proposals for New
Payroll System (Attachment 3)

Background Data (Attachment 4)

5. We will be happy to meet with you for discussion on the report after you have had the opportunity to review the documentation.

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